

Rolling Meadows Library Employee Handbook

703 Discrimination and Harassment

RML is committed to providing a work environment that is free of all forms of discrimination and harassment. Actions, words, jokes, or comments by an employee, patron, or other visitor to RML based on actual or perceived race (and traits associated with race, including, but not limited to, hair texture and protected hairstyles), color, national origin, ancestry, citizenship status, work authorization status, age, religion, marital status, disability, gender, pregnancy, sexual orientation, gender identity, military or veteran status, order of protection status, genetic information, **reproductive health decisions, family responsibilities**, or any other category protected by applicable law, are prohibited.

Any employee who believes that they have been subject to sexual or any other type of harassment or discrimination, or who has witnessed harassment or discrimination, should report the incident promptly to their Department Director, Executive Director, Administrative Services Coordinator, or any other member of Library Management.

Employees can raise concerns and make reports without fear of reprisal as per the protections afforded under the Illinois Whistleblower Act and the Illinois Human Rights Act.

The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, Employees also have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

Contact Information:

Illinois Department of Human Rights (IDHR)

- Chicago: 312-814-6200 or 800-662-3942; TTY: 866-740-3953
- Springfield: 217-785-5100; TTY: 866-740-3953
- Marion: 618-993-7463; TTY: 866-740-3953

Illinois Human Rights Commission (IHRC)

- Chicago: 312-814-6269; TTY: 312-814-4760
- Springfield: 217-785-4350; TTY: 217-557-1500

United States Equal Employment Opportunity Commission (EEOC)

Chicago: 800-669-4000; TTY: 800-869-8001

Any member of the Library management who becomes aware of possible discrimination or harassment should promptly advise the Executive Director or the Administrative Services Coordinator so that the matter can be dealt with in a timely and confidential manner.

Anyone engaging in any form of discrimination or harassment will be subject to disciplinary action, up to and including termination of employment. Anyone knowingly making a false report of discrimination or harassment will be subject to disciplinary action, up to and including termination of employment.